

VACANCY ANNOUNCEMENT 2001-05

COURTROOM DEPUTY (Complete Calendar Responsibilities)

**OFFICE OF THE CLERK
UNITED STATES BANKRUPTCY COURT
DISTRICT OF MASSACHUSETTS**

DATE: MAY 14 , 2001 (OPEN UNTIL FILLED)

LOCATION: BOSTON, MASSACHUSETTS

SALARY: CL 26: \$32,828 - \$53,415
CL 27: \$36,074 - \$58,680
CL 28: \$43,254 - \$70,300
(Salary commensurate with qualifications and experience)

POSITION OVERVIEW: The Clerk's Office in Boston is seeking a Courtroom Deputy for the Case Administration Team of Judge Carol J. Kenner. The Courtroom Deputy manages the judge's caseload and provides courtroom and other assistance through management of court calendars, attendance at court proceedings and recording results of those proceedings. Specific duties include, but are not limited to: preparing and managing court calendar; reviewing proposed calendar for lingering procedural matters; circulating proposed calendar to court; consulting with judge and case administrators concerning case substitutions, adjustments to sequence or time allocation; finalizing calendar and distributing it according to policy; issuing notices to counsel and involved parties of date, location, and requirements of the hearing; managing exhibits; receiving and examining motions; issuing daily court schedule sheets; providing coordination between the sessions and chambers for hearing coverage; miscellaneous docketing as needed; and other duties as assigned. The Courtroom Deputy reports directly to the Clerk.

MINIMUM QUALIFICATION REQUIREMENTS: High school graduate or equivalent. This position requires a total of five years experience: two years of general work experience and three years of specialized experience. **Educational Substitutions:** Education above the high school level may be substituted for the required general experience on the basis of one academic year equals nine months of general experience. Education above the high school level from an accredited institution is preferred but not required.

General Experience: Experience that provides progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience: Experience in or directly related to the line of work of the position to be filled and/or experience obtained in a court or related legal field which has equipped the applicant with the particular knowledge, skills and abilities necessary to perform the job successfully.

The ability to professionally represent the Court in communications with Chambers, attorneys,

trustees, debtors and the public is required. Strong computer skills are necessary. Courtroom, Case Administration or Docket experience would be desirable. Successful applicants should be dependable, conscientious and well organized, and have demonstrated tactfulness, courtesy and discretion in prior positions. Successful applicants must have a commitment to regular attendance as well as the ability and willingness to work overtime.

INFORMATION FOR APPLICANTS: The Court reserves the right to modify the conditions of this job announcement. Applicant must be a U.S. Citizen or eligible to work in the United States. Employees of the United States Bankruptcy Court are hired under “Excepted” appointments and are considered “at-will” judicial employees. **Benefits include: health and life insurance options, flexible benefits program (for health and dependent care), retirement, thrift savings, opportunity of credit union participation and fitness center membership, paid holidays, vacation and sick leave accrual.** This position is subject to mandatory electronic deposit of net pay. A criminal history background check will be initiated prior to a final job offer. This Court is not authorized to reimburse candidates for travel in connection with the interview or pay for relocation expenses. To be considered, please submit a cover letter and detailed resume to: Paula M. Charette, Personnel Specialist, Office of the Clerk, U.S. Bankruptcy Court, 1101 O’Neill Federal Building, 10 Causeway Street, Boston, MA 02222; FAX: 617/565-8475; e-mail: paula_charette@mab.uscourts.gov (only in WordPerfect format). Applicants selected for interviews will receive a telephone call or letter from the Clerk’s Office. PLEASE DO NOT CALL.

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